

MONTANA BOARD OF PLUMBERS

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**CONTINUING EDUCATION APPLICATION
(for Course, Class or Seminar Approval)**

Note: This application must be submitted to the Plumbing Board office no later than 15 days prior to the board meeting. An incomplete application will not be processed. Please contact the board office or visit the board website for board meeting dates.

PROGRAM: Title: _____

Open to the Public: ☐ Yes ☐ No Hours: _____

SPONSOR:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

1. Course Outline: (General description of course including specific code articles referenced. Please attach additional sheets if necessary)

2. Materials/Visual Aids: (List text and references)

3. Cost of Course:

4. Attach a copy of the Certificate of Completion

5. Names of Qualified Instructors:

24.180.2102 CONTINUING EDUCATION REQUIREMENTS

(1) Beginning September 1, 2006, each journeyman or master plumber shall obtain at least four hours of board approved continuing education annually in order to renew the person's license. The license renewal application just be signed by the licensee and certify that the licensee has completed the required amount of continuing education.

(a) New licensees are exempt from the requirements during their first renewal cycle. Those licensees changing from journeyman to master plumber licenses are not exempt from completing at least four hours of continuing education.

(2) In general, courses should be designed to advance the knowledge and skills of licensees. A licensee may receive credit only for continuing education courses that have received prior approval of the curriculum by the board or the department and to which a course approval number has been assigned by the department. Course approval expires when changes in plumbing code, statutes or rules necessitate.

(a) Course curriculum must be based on:

(i) the adopted state plumbing code;

(ii) Title 37, chapter 69, MCA, pertaining to licensure of plumbers;

(iii) Title 50, chapter 60, MCA, pertaining to building codes and permit requirements;

(iv) ARM Title 24, chapter 180, pertaining to the board's rules;

(v) ARM 24.301.301 through 24.301.351, pertaining to building code plumbing matters; or

(vi) Other subjects related to the plumbing industry, as approved by the board.

(b) Course sponsors are responsible for ensuring that instructors are credentialed as one or more of the following:

(i) a Montana licensed journeyman or master plumber, with additional training in related subject areas;

(ii) a certified teacher with board approved plumbing credentials;

(iii) a certified journeyman and apprentice plumbing instructor;

(iv) a plumbing inspector possessing a state journeyman or master plumber's license; or

(v) continuing education instructor from another state or jurisdiction who is approved by the board.

(c) Course sponsors shall provide the department with a minimum of 15 working days prior notice of the time and place of every course or seminar.

(d) Course sponsors shall provide each person completing a continuing education course with a completion certificate. The completion certificate must contain all of the following information:

(i) the date of the course;

(ii) the location of the course;

(iii) the name of the instructor(s);

(iv) the name of licensee completing the course;

(v) the state assigned course approval number; and

(vi) the number of completed hours of instruction.

(3) For quality assurance or evaluation purposes, representatives of the department or the board may audit the course for content without charge. Such a person shall not receive or be issued a certificate of completion for that course.

(4) The department may conduct a random audit of up to 50% of all active licensees following the license renewal process.

(a) All licensees shall retain course completion certificates for a minimum of three years, for auditing purposes.

(b) Audited licensees are required to furnish to the department certificates of completion which demonstrate attainment of the four hour continuing education requirement.

(c) Failure by the licensee to provide certificates of completion when audited shall constitute grounds for implementation of disciplinary proceedings against the licensee.

(5) All requests for exemption from the continuing education requirements will be reviewed by the board and determinations will be done on a case-by-case basis.

(6) If a licensee does not timely file a renewal application, and thereafter files a late renewal application, the late renewal application must contain documentary proof that the licensee has obtained the required amount of continuing education.